



Assam Petro-Chemicals Ltd.

(A Govt. of Assam Undertaking)

Namrup, P.O. Parbatpur-786623, (Assam) India

Ph: (0374) - 2500331, 2500246, 2500518

CIN-U24116AS1971SGC001339

Advt. No. APL/HR/Con/Adv-53(Pt-III)/166

Assam Petro-chemicals Ltd., one of the pioneers in the field of Petrochemicals having very good track record of performance and implementing ambitious expansion plan invites applications for **Contractual engagement** in its Boitamari Project, Bongaigaon District for the following posts :

Sl. No.	Name of Post	Essential qualification	Experience	Age	No. of post
1.	Typist-Cum-Clerk (Contractual)	Graduate in any discipline with certificate/diploma in computer application having knowledge of MS Office.	Preference shall be given to the candidate having experience in line in any Public/private sector manufacturing industries.	40 years	02 (two)
2.	Helper (Contractual)	HSLC passed	Preference shall be given to the candidate having experience in line in any Public/private sector manufacturing industries, preferably in Petrochemicals, Oil Refinery Sector.	40 years	2(two)
3.	Junior Peon (Contractual)	HSLC passed	Preference shall be given to the candidate having experience in line	40 years	2(two)

Other Eligibility Criterion, General Information and Instructions:

- All qualifications must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institution/ Government Board (wherever applicable) of repute.
- Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
- The cut-off date for determining age limit and experience will be 01-01-2021.**
- AGE RELAXATION:**
The upper age is relaxable by 5(five) years for ST/ SC candidates, 3 (three) years for OBC/MOBC candidates, 2 years for Ex-servicemen and 10 years for persons with disabilities.
- Reservation for specified categories shall be followed as per Government norms.
- The Management also reserves the right to recruit or not to recruit in any of the above positions or cancel the process at any point of time without assigning any reason whatsoever.
- Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

8. **HOW TO APPLY:**

- (i) **Application should be sent by ordinary / speed post/ courier** with detailed bio-data in prescribed format only mentioning clearly name of the post applied for at the top of the envelope along with self attested copies of certificates/testimonials in support of qualification, age, Caste, experience etc. within 20 (twenty) days from the date of publication of this advertisement. No other means / mode of application shall be accepted.
- (ii) **Application should be addressed to:**
Dy. General Manager (HR)
Assam Petro-Chemicals Limited
Namrup, P.O. Parbatpur – 786623
Dist. Dibrugarh (Assam)

9. **Applicant must be permanent Resident of the State of Assam.**

10. The candidates working in Govt. / Semi Govt. / PSUs shall either forward their application through proper channel or shall produce NOC from their present employer at the time of interview. In case the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his/her candidature will not be considered.
11. The prescribed qualification/experience is the minimum and mere possession of the same does not entitle a candidate for written test/interview. APL's decision shall be final in this regard.
12. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Dibrugarh Court only.
13. Period and nature of Service: Maximum 3 (three) years on Contractual basis.
The Contractual engagement does not confer the right for automatic absorption or regularization in company's service.
14. Consolidated monthly Salary (all inclusive) will be paid in the following manner:

For Typist-Cum-Clerk:

- 1st year - Rs. 11000/-
2nd year - Rs. 13500/-
3rd year - Rs. 16000/-

For Helper/Junior Peon

- 1st year - Rs. 9000/-
2nd year - Rs. 11500/-
3rd year - Rs. 14000/-

15. The no. of post may vary depending upon the needs of the Company

16. **Place of work: Boitamari, Dist. Bongaigaon (Assam)**

17. No Travelling expenses will be paid for appearing in the Interview.

IMPORTANT DATES:

A	Availability of prescribed application form in website	From 05/02/2021 to 24/02/2021
B	Last date of receipt of filled application form by post at Namrup.	24/02/2021

Sd/-
Dy. General Manager (HR)

Paste your
latest passport
size coloured
photograph

APPLICATION FOR THE POST OF:

I. PERSONAL DETAILS

1. Name of Applicant :
2. Father's/Husband's name :
3. Permanent Address :
4. Address for Communication :
5. E-mail Address & Mobile No. :
6. Date of Birth :
7. Age as on 01-01-2021 :
8. Caste/Tribe (in case of SC/ST/OBC) :
9. Other category, if applicable
 - i) Physically Handicapped :
 - ii) Ex-serviceman :
10. Details (In case of P.H.)
 - i) Type of disability :
 - ii) Percentage of disability :
11. Details (In case of Ex-serviceman)
 - i) Rank :
 - ii) Corps/Regiment No. :
 - iii) Date of appointment :
 - iv) Date of Discharge :
 - v) Education of Military :
 - vi) Length of Service :
12. Nationality :
13. Religion :
14. Sex :
15. Marital status :

II. EDUCATIONAL DETAILS

Exam/ Degree Passed	Branch/ Discipline	College/ Institution	Year of Admission	Year of Passing	Board/Univ ersity	% of Marks	Type (Full time/ Part Time Distance Mode)

III. PARTICULARS OF POST QUALIFICATION EXPERIENCE, IF ANY

(Please provide details of experience starting from present with scale. In case you have served at different positions)

Name of Industry/Orgn./ Deptt.	Employment Period		Post held	Gross Salary	Functional details
	From	To			

IV. Declaration:

I declared that all information given in this application form is true to the best of my knowledge and belief. If any of the information is found to be incorrect or distorted at any stage, I shall have no objection for cancellation of my candidature.

Signature :

Name of the candidate :

Date :